

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: O*NET TRAINING-FOR-TRAINERS COURSE

The Workforce Investment Division, Capacity Building Unit, is offering a three-day O*NET *Training-for-Trainers* course based on curriculum developed by the Department of Labor. At the completion of the training, participants will be certified to provide O*NET training to front-line One-Stop and partner staff.

This course is designed for participants with some training background and computer skills, so that they can train staff in navigating through the O*NET OnLine screens. Following the training, participants will be able to train and certify front-line staff to use O*NET to, in turn, provide their clients with an accurate, state-of-the-art profile of how their skills, abilities, and strengths link to over 900 occupations.

Participants will be able to describe the many benefits of O*NET for One-Stop Employment and Training Center staff and Workforce Investment Act partners. They will acquire information and skills to help them:

- Define the features and purposes of O*NET
- Navigate through O*NET OnLine
- Administer and interpret O*NET Career Exploration Tools
- Administer the O*NET Ability Profiler

The O*NET *Training-for-Trainers* course has been tentatively scheduled for July 8-10, 2003, in Sacramento. The training session will be limited to 20 participants. Upon completion of the training, participants will be fully certified to train the O*NET assessment system. To enroll in this training, please contact Suzette Cobb at scobb@edd.ca.gov.

This training is limited to those participants who are prepared to offer O*NET on a local basis. It is not intended for staff who are not willing to make such a commitment. This course will be offered on a "first-come, first-served" basis. Additional sessions may be scheduled as needed. Because this training is a *Training-for-Trainers* course, we will not expect more than one representative from an individual One-Stop service point.

If you need more information regarding the training, please contact Suzette Cobb at (916) 653-8187. Please note course enrollments will only be accepted via e-mail.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division